

ATTACHMENT 4

REQUIREMENTS

Answer each requirement with one of the codes listed below. Leaving it blank is not an option. In all cases where “Customization” or “Third Party” is provided as your answer, include a detailed description of how the system would be modified to include this requirement in the “Comment” field.

- Required/Desired** This field contains a code: **C**=Currently provided, partially or completely, by UCIS today and is required in proposed solution, **R**=Required in proposed solution but is not available in UCIS today, **D**=Desired in proposed solution but not available in UCIS today.
- Included** Yes, the functionality is included in the base product now, with configuration if applicable but with no customization required.
- Not Available** No, the functionality is not included in the base product now and will not be available in the next 18 months.
- Customization** The functionality is not included in the base product now, but will either become part of the base product within the next 18 months or will/can be provided by a customization to the base product.
- Third Party** The functionality will be provided now by a third party partnering arrangement.
- Comment** This may include a description of partial fulfillment of the requirement, and alternative approach to meeting the requirement, or a timeline for release of a version of the base product that meets the requirement.

ID	Description	Required/Desired	Included	Not Available	Customization	Third Party	Comment
	<u>INTAKE PROCESSING</u> The functional area that deals with case initiation and data entry.						
	Case Initiation						
1.	Ability to designate case type in accordance with those used by the NCSC Court Statistics Project (http://www.ncsconline.org/d_research/csp/StCtGuide_StatReporting_Complete_color10-26-05.pdf).	R					
2.	Ability to initiate multiple cases and/or counts from one complaint when the complaint is filed.	R					
3.	Ability to complete other case processing/management tasks for a particular case without requiring the full completion of the initiation screen. For example, allow user to generate a receipt, print notices, print labels and search for attorney id numbers during case initiation without having to first fully complete the initiation screen.	C					
4.	Ability to enter, in one process, all information pertinent to initiation of a case for all case types.	R					
5.	Ability to provide a universal case initiation screen for all case types with common data that is shared by all, such as person information.	C					
6.	Ability to create multiple counts within all case types.	C					
7.	Ability to initiate a case at any location within a county or court jurisdiction and assign the proper jurisdictional identifiers.	C					

8.	Ability for a court user to create the initiating document (e.g. petition).	D					
9.	Ability to initiate a case from a document created by the court.	D					
10.	Ability to determine and assign case confidentiality upon initiation of case.	C					
11.	Ability to search for a defendant by name and date of birth when a complaint/citation/juvenile delinquency petition is filed electronically and, if a match is found, return the case initiation screen with the defendant and complaint information pre-filled.	D					
12.	Ability to search for a defendant by name and date of birth when a complaint/citation/juvenile delinquency petition is filed electronically and, if a match is not found, return the case initiation screen to add the defendant data but with the complaint information pre-filled.	D					
13.	Ability for system to indicate what field entries are mandatory for case initiation.	R					
14.	Ability to re-open a case utilizing the existing file number and statistically count those as two different filings.	D					
15.	Ability to assign cases to judicial officers at case initiation.	C					
16.	The ability to cancel or dismiss a case or count and maintain an audit trail of who and why the case or count was cancelled or dismissed.	C					
17.	The ability to track the reason a case or count was cancelled or dismissed.	C					
18.	Ability to back date the case filing date.	C					
19.	Ability to transfer information from one case to another (i.e. the ability to update multiple case for a single party with one entry).	C					
20.	Ability to electronically transfer data from one case to another and link related cases across divisions and counties, e.g. case consolidation, transcript judgments, small claims removal to district courts.	C					
21.	Ability to enter person demographic information on case initiation screen to automatically trigger the addition of a new person when the defendant/person doesn't already exist on the system.	R					
22.	Ability to track names selected for inclusion in a case to allow for selection of multiple juveniles, selection of family, guardian ad litem, or attorneys from previous cases, with all selected names and demographics, if appropriate, automatically being transferred to the new case.	D					
23.	Ability to schedule a hearing, produce notices prior to the filing of the case, and link the scheduled activity to the case once it's filed, e.g. defendant in custody must be arraigned within a certain time frame and a formal complaint has not yet been filed.	D					
24.	Ability to designate a case as the master file for juvenile cases with an option for other case types.	D					
25.	Ability to capture and track traffic case-related data including but not limited to: Violation location; citation issued to driver or passenger; law enforcements control number; North Dakota Offense Codes; vehicle type; plate number; commercial vehicle; drivers license info; whether vehicle/plate has been forfeited; officer comments on ticket; offense time; multiple accident codes; true name indicator; etc.	C					
	Citation or Complaint Data Entry						
26.	The ability for an online data entry function for citation or complaint data that will maximize data entry efficiency.	C					
27.	The ability to correct citation or complaint data entry errors and resubmit for entry on the system.	C					
28.	The ability to enter defendant information for both moving and criminal violations.	C					
29.	The ability for remote entry of citation or complaint data (e.g. telecommuting).	C					
30.	The ability to enter citation or complaint data for offenses that may not exist (e.g. statute not on file).	D					
31.	The ability to apply appropriate edits for citation or complaint data based on pre-defined criteria at the state level with the ability to override criteria at the county/local level.	C					
32.	The ability to enter comments for citations or complaints in a free form text field.	C					

33.	The ability to identify juvenile defendants.	C					
34.	The ability to apply juvenile rules and statutes for citations or complaints (e.g. confidentiality).	C					
35.	Provide a quick and easy method of identifying a defendant when entering citation or complaint data.	C					
Participant							
36.	Ability to reuse, duplicate or share existing person demographic and other identifying case information between cases and with other agencies.	C					
37.	Ability to capture and track whether or not fingerprints and/or DNA samples have been obtained.	C					
38.	Ability to prompt user when fingerprints and/or DNA samples are required and continue to prompt until they have been taken.	D					
39.	Ability to capture and track offender registration status.	R					
40.	Ability to clearly identify and track the role of each party on a case.	C					
41.	Ability to enter co-defendants on traffic and criminal cases.	C					
Unique Numeric Identifiers							
42.	Ability to search the system by name to determine whether a youth or family ID exists.	R					
43.	Ability to assign one or more group ID numbers to a case, e.g. family ID, gang ID.	R					
44.	Ability to assign a unique person ID number to an individual upon entry into the court system. This number would be used to track/link all cases in which the individual is involved.	R					
45.	Ability to associate multiple alias names, dates of birth, and SSNs with an individual/person ID.	C					
46.	Ability to assign a unique case number identifier that allows the case to be identified across the entire system. Must be associated with a court location, division, and/or municipality in a way that does not require the case number to be deleted or changed when the county, court location and/or division handling the case changes.	C					
Statutes/Charges							
47.	Ability to maintain a history of all changes to the charges when charges are amended and capture a reason/tracking code.	R					
48.	Ability to distinguish between charges that are actually amended and charges that are updated to correct a data entry error.	R					
49.	Ability to change case type and charge description if necessary when charges are amended.	C					
50.	Ability to maintain a history of the changes made to case type.	D					
51.	Ability to determine case type based on charges/statute number entered and pre-fill data fields, such as case type and charge description.	R					
52.	Ability to incorporate the fine and bond schedule in all case types to allow the system to automatically determine and calculate the fine/bond based on the statute or ordinances.	C					
53.	Ability to update local fine and bond schedules and ordinances stored in the system.	C					
54.	Ability to separate charging, sentencing, and dispositional statute.	R					
55.	Ability to enter more than one statute per count.	D					
Timing Requirements							
56.	Ability to set indicators that case needs to be scheduled for hearing or review based on established rules for timing.	C					
57.	Ability to define timing requirements based on statutes and court rules, e.g. certain hearings are required to be held within a certain number of days.	D					

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	<p><u>CASE MANAGEMENT</u></p> <p>This function includes the ability to apply and cancel payments, produce warrants, produce pre-defined and ad hoc reports, and electronic notification and transfer of citation or complaint data to other departments, counties, and State agencies.</p>						
	Case Processing						
58.	The ability to enter multiple offenses/counts for citation or complaint data.	C					
59.	The ability to apply fines and fees based on the corresponding statute number in the Statute table with the flexibility to manually override the amounts applied.	C					
60.	The ability to re-calculate fines and fees based on the corresponding statute number in the Statute table when the charge is amended with the flexibility to manually override the amounts applied.	C					
61.	The ability to automatically age citations or complaints including: late penalties, late notices, and final demand notices.	C					
62.	The ability to cancel/dismiss a citation or complaint and maintain an audit trail of who and why the citation or complaint was cancelled or dismissed.	R					
63.	The ability to reduce the fine associated with a citation or complaint.	C					
64.	The ability to suspend the fine on a citation or complaint.	C					
65.	The ability to move money between citations or complaints and split receipts between citations or complaints.	C					
66.	The ability to close a citation or complaint for a variety of reasons including, but not limited to, full payment, dismissal, etc.	C					
67.	The ability to remove a participant from the name index when a citation or complaint has been purged (deleted) from the system if not known to another case.	C					
68.	The ability to re-activate previously closed citations or complaints.	C					
69.	The ability to track defendants by multiple means (i.e. NSF checks, TPR, Drug Related).	D					
70.	The ability to prevent payment by check for offenders with a history of NSF checks.	D					
71.	The ability to merge defendants.	R					
72.	The ability to transfer citations or complaints to a new defendant without having to re-enter information.	C					
73.	The ability to prevent the entry of duplicate defendants.	R					
74.	The ability to prevent the entry of duplicate citations or complaints.	R					
75.	The ability to capture the data from the magnetic strip or bar code on a driver's license (e.g. name, address, DOB, DL#).	D					
76.	The ability to utilize the date entered in the postmark field to recalculate fees based on the date payment is received; reflect this change in the event history field.	D					
77.	The ability to automatically recall a warrant when a fine is paid in full and notify the appropriate agency.	R					
78.	The ability to generate a notice to the payer when an NSF check is received.	C					
79.	The ability to produce billing statements and track payments received.	C					
80.	The ability to associate fines with offenses and automatically default fine payments based on statute, municipality and sentence.	C					
81.	The ability to automatically add standard surcharges, in either a flat amount or a percentage.	R					

82.	The ability to process surcharges and additional fees based on user-defined rules at a local level.	R					
83.	The ability to accept payments for cases assigned to another court location/county.	R					
84.	The ability to fully or partially allocate bond funds to fines, restitution, and costs.	C					
85.	The ability to check a defendant's current restitution balances from the courtroom.	R					
86.	The ability to allocate the payment to the appropriate bond organization based on predefined court rules or judge's order.	C					
87.	The ability to transfer bail/ bonds from one case to another within one county or across counties.	C					
88.	The ability to track, receipt, hold and disburse various types of obligations/payments associated with the case (e.g. restitution, interpreter costs, parental fees, public defender fees, court costs, transcript fees)	C					
89.	The ability to have selected financial events automatically create a docket entry (e.g. partial payment, full payment)	D					
90.	The ability to prompt users to decide whether to cancel future events if a fine is paid or a condition is satisfied.	D					
91.	Provide a standardized format for entry and display of disposition and sentence information.	C					
92.	The ability to record the outcomes of court decisions and major court events from applicable agencies (e.g., participant was ordered to attend a specific program and the agency is notifying the court of the participant's completion of such program).	C					
93.	Provide a process to record any changes to court decisions and who made such changes.	R					
94.	Provide a way to inactivate a case, reactive it when necessary for case processing, and automatically close the case again with the ability to override the close.	R					
95.	Provide workflow navigation to alert users to the proper sequence of events and any timing requirements that apply.	R					
96.	The ability to transfer data from one case to another across divisions (e.g., case consolidation, transcript judgments, small claims removal to district courts).	C					
97.	The ability to record and display a history of probation/diversion information, including probation compliance reports, probation discharge information and diversion information.	D					
98.	Provide real time prompts or edits for required information to ensure accurate and consistent entry of disposition and sentencing data.	D					
99.	The ability to enter sentencing conditions, sanctions and their outcomes in a format that is easy to enter and read and that can be analyzed statistically.	C					
100.	The ability to allow for entry of more than one statute per count.	R					
101.	The ability to separate charging, sentencing and convictions statutes.	R					
102.	The ability, on any modification to a sentence, to distinguish between the imposition of additional sanctions and the execution of a sentence due to a revocation of a stay.	R					
103.	Provide functionality to assist the user in determining fine amounts and accounts by incorporating state or local fine and bail schedule.	C					
104.	When the disposition of a charge has been "continued for dismissal", provide the ability to automatically check the defendant's court case history and driving record at the end of the stay, prompt the user to dismiss the charge if the conditions of the stay have been satisfied, or take further action if the conditions have not been satisfied.	C					
105.	The ability to 'deem' cases (e.g. a felony charge may be deemed a misdemeanor depending on the sentence ordered).	C					
106.	Automatically apply and calculate current balances in money and time.	C					
	Case Aging						
107.	The ability to set docket currency standards or case aging standards by case type according to administrative standards identified by	R					

	administrative rule. <ul style="list-style-type: none"> • criminal • civil • juvenile 						
108.	The ability to alert judges via email when a case to which they are assigned approaches the predefined time limits.	D					
109.	The ability to prompt users to research cases approaching or beyond the case aging or docket currency standards.	R					
110.	The ability to prompt users to research cases with no activity within a user defined time frame.	R					
111.	The ability to prompt users when a case has no pending activity.	R					
112.	The ability to automatically notify the proper personnel when a case deadline is missed	D					
113.	The ability to require a pending activity in a case.	D					
114.	The ability for North Dakota Supreme Court programming staff to modify the case types, categories, and subcategories.	R					
115.	The ability for North Dakota Supreme Court programming staff to modify the docket currency time frames for various case types	R					
	Maintain Offense Codes						
116.	Provide a quick and easy method of locating appropriate offense statute/ordinance codes (e.g. key word search).	C					
117.	The ability to override offense description and fine amounts on citation or complaint data.	C					
118.	The ability to define and maintain local ordinances in the State statute table.	C					
119.	The ability to customize aging parameters for citations or complaints to meet business needs on the state level with the ability to override on the county/local level.	D					
120.	The ability to identify offenses by state statute or local ordinance codes.	C					

ID	Description	Required/Desired	Included	Not Available	Customization	Third Party	Comment
	<u>PARTICIPANT MANAGEMENT</u> Concerns information about all persons and organizations involved in cases, including but not limited to parties, witnesses, attorneys, judicial officers, interpreters, guardians ad litem, victims, <u>etc.</u>						
	General						
121.	The ability to add, update, query and report on all participation by persons in cases.	R					
122.	The ability to vary participant information depending on other variables such as type of case, type of court, state, county, district, and court system.	R					
123.	The ability to find participant information from person identifier, name, DOB, person aliases, last name, business name, business aliases and "dba's" ("doing business as"), driver's license number, party type, and SSN.	R					
124.	The ability to do phonetic and wild card searches for participants.	C					
125.	The ability to define and subsequently identify and report on associations among participants (for example, family membership based on family ID, tribal affiliations, gang affiliations, etc.).	R					
126.	The ability to provide multi-level security over access to information about participants, including read-only access, deletions, changes, and insertions.	R					
127.	The ability to initiate a case by accepting or integrating pertinent case information, person demographic information and other data elements that are electronically generated from other agencies, sources, other cases, or other systems.	C					
128.	The ability to generate a case profile and register of actions for a specific case.	C					
129.	The ability to treat property as a participant.	C					
	Identifying Information						
130.	The ability to provide a unique and consistent person identifier for each participant.	C					
131.	The ability to support a person identifier based on positive identification of the participant.	D					
132.	The ability to support acceptance of a common person identifier carried over from another agency.	C					
133.	The ability to impose security specifically on making modifications to identifying information about participants.	R					
134.	The ability to vary and prompt for identifying information by case type.	D					
	Demographics						
135.	The ability to update, query, and report on demographic information about participants.	D					
136.	The ability to allow simultaneous updating of demographic participant data as reflected in all cases with which a participant is associated.	R					
137.	The ability to capture observed and self reported gender, race and ethnicity data for all parties, utilizing the race categories defined by the US Census Bureau.	R					
138.	The ability to present and make race and ethnicity data easily accessible throughout the process.	R					
139.	The ability for users at the local court level to update system wide demographic information for participants such as attorneys.	R					

140.	The ability to support multiple instances of specific information for participants, including but not limited to: <ul style="list-style-type: none"> more than one attorney address; attorney addresses which do not adhere to the standard postal format; designated uses for different attorney addresses; more than one attorney telephone number. 	R						
Roles								
141.	The ability to identify participants by role (as witness, interpreter, Guardian Ad Litem, victim, defendant, plaintiff, etc.).	C						
142.	The ability to support multiple concurrent roles for participants (i.e. pro se party).	C						
143.	The ability to support multiple consecutive roles for participants as roles may change over time.	C						
144.	The ability to distinguish among attorney roles (e.g., prosecutor, defense attorney, local counsel) and maintain information tailored to different roles.	C						
145.	The ability to maintain a complete history of all participation by persons in all cases.	R						
146.	The ability to designate a party as a potential risk requiring the need for enhanced security.	R						
Participants In The Specific Role Of Interpreters								
147.	The ability to prompt the need for an interpreter when scheduling a court occurrence in which one or more participants requires an interpreter.	R						
148.	The ability to cancel the need for an interpreter.	R						
149.	The ability to capture a participant's need for an interpreter in a particular language.	C						
150.	The ability to designate a participant such as an interpreter for an entire case.	R						
151.	The ability to designate a participant such as an interpreter for a specific court occurrence.	R						
152.	The ability to designate an interpreter for a specific person.	R						
153.	The ability to maintain lists of certified and non-certified interpreters, searchable by personal name, company name and language.	D						
154.	The ability to track interpreter costs in both units of time and units of travel.	D						
155.	The ability to notify an agency that they will require an interpreter.	D						
Miscellaneous								
156.	The ability to update multiple cases for a single party with one entry.	C						
157.	The ability to capture and maintain information about: <ul style="list-style-type: none"> time payments to which a participant has agreed; the amounts owing on those payments. 	C						
158.	The ability to capture and maintain information about: <ul style="list-style-type: none"> participant involvement in judgments the status of those judgments. 	C						
159.	The ability to retain a history of multiple statuses for a juvenile (e.g. criminal case status and deprivation status).	C						
160.	The ability to maintain plea status and plea status history information about defendants in adult and juvenile criminal cases.	C						
161.	The ability to track a participant's status as to custody or incarceration.	R						
162.	The ability to provide a "register of actions" indicator identifying the judicial officer's role when a court occurrence was presided over by a judicial officer performing both functions.	R						
163.	The ability to impose security over particular data attributes based on variables such as type of case.	R						
164.	The ability to impose security over who has access to information about victims.	R						

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	<p><u>SCHEDULING</u></p> <p>The Scheduling function must support the scheduling needs of multiple courts and locations, judicial staff, court resources and outside agencies. It must allow for the scheduling of single, related, consolidated, and/or multiple cases. It must allow for the assignment of a judicial officer to an individual court event or to all court events related to a case. It includes the generation of notices and online/batch calendars.</p>						
	Block Schedule						
165.	The ability to assign a recurring block schedule for a specific case-type or event (e.g. DUI, Arraignment) with or without assigning any resources (e.g. judicial officer, courtroom).	C					
166.	The ability to set a maximum number of cases that can be assigned to a block schedule, to a unit of time within a block, or to an individual judicial officer.	C					
167.	The ability (with the appropriate level of security) to override the maximum number of cases that can be assigned to a block schedule.	C					
168.	The ability to reserve a portion of the maximum settings for judicial officer or other use; e.g. the first 8 openings are available on a first come/first served basis, with the remaining four settings reserved for assignment by the judicial officer or calendar clerk.	D					
169.	The ability to specify a minimum number of cases that can be assigned to a block schedule and to be able to quickly identify those blocks so that the scheduled cases may be cancelled and rescheduled if appropriate.	D					
170.	The ability to establish a block schedule with associated begin/end times, and then to further define smaller blocks of time within the larger block with each smaller block having it's own associated begin/end times.	D					
171.	The ability to establish a block schedule with associated begin and end times within which individual events can be scheduled with their own associated begin and end times (e.g. block schedule set aside for Criminal Sentencing hearings).	D					
172.	The ability to establish block schedules which are specific to individual court locations.	C					
173.	The ability for the computer to track when a block of time has been filled.	C					
	Resources						
174.	The ability to assign resources to a block schedule or update resources assigned to a block schedule (i.e. judicial officer, courtroom, etc)	R					
175.	The ability to associate/link a group of people and other resources into an association and thereafter schedule the association.	D					
176.	The ability to schedule and track the availability of physical resources other than courtrooms (i.e. conference rooms, ITV sites, teleconferencing equipment, etc.).	D					
177.	The ability to define standard working hours and designate non-working days, such as weekends and holidays, for the entire court or individuals and default that information for all judicial officers and court staff.	C					
178.	The ability to schedule cases for a date and room without assigning the case to a judicial officer at the time of scheduling.	R					
179.	The ability to associate a specific site (e.g. a physical building) with a scheduled block of time and a specific judicial officer for the purpose of indicating that a judicial officer is available but only at a specific site.	D					

180.	The ability to lock a judicial officer's calendar for increments.	D				
181.	The ability to schedule available/unavailable time for court staff (i.e. judicial officers, prosecutors, probation officers, law enforcement, etc.).	C				
182.	The ability to schedule judicial officers' non-court time (i.e. chamber time, appointments, vacations) and integrate these activities with the scheduling calendar but maintain as confidential.	C				
Judicial Officer Assignment						
183.	The ability to identify a case or multiple cases as ready for scheduling.	D				
184.	The ability to automatically assign a judicial officer to a case according to a pre-determined ratio to be set locally.	C				
185.	The ability to manually assign a judicial officer to a case.	C				
186.	The ability to randomly assign a judicial officer to a case.	C				
187.	The ability to assign a judicial officer to all cases for a specific family or individual.	R				
188.	The ability to remove a judicial officer on a case.	C				
189.	The ability to enter a recusal or demand or reassign a judicial officer on a case.	C				
190.	The ability to randomly reassign a judicial officer on a case.	R				
191.	The ability to disallow the scheduling of judicial officers to a case or court event based on known conflicts of interest with a party on a case, allowing different rules for various circumstances, i.e., recusal or former law firm.	D				
192.	The ability to override the assignment of the judicial officer to a case at the case level, or within the case, at the activity level.	D				
193.	The ability to schedule an appearance before a judicial officer.	C				
194.	The ability to track and display the judicial officer(s) assigned to a case, the change of judicial officer(s) assigned to a case including the reason for the change.	R				
195.	The ability to display the number and types of cases assigned per judicial officer.	R				
Scheduling						
196.	The ability to support scheduling for multiple courts and locations.	C				
197.	The ability to identify a case or multiple cases as ready for scheduling.	D				
198.	The ability to support scheduling rules that vary by case type within a court.	C				
199.	The ability to support scheduling rules that vary by location.	C				
200.	The ability to have the system check and report conflicts for the room, judicial officer, parties, and attorneys when scheduling a case.	D				
201.	The ability to resolve or override conflicts when scheduling a case.	R				
202.	The ability to schedule related and/or consolidated cases at the same time.	D				
203.	The ability to schedule/provide the next available court date and time for a case before a specific judicial officer.	D				
204.	The ability to reschedule and relocate blocks of events from one date to another date, one courtroom to another, from one judicial officer to another judicial officer, from one date/judicial officer to another date/judicial officer and generate the appropriate notices.	R				
205.	The ability to re-schedule a hearing for a case when a continuance is granted and generate the appropriate notices.	C				
206.	The ability to capture continuances on a case including who and why the continuance was requested.	C				
207.	The ability to capture the total number of continuances per case, judge or jurisdiction.	C				
208.	The ability to allow for business rules for continuances.	D				
209.	The ability to schedule court events based on a change to a criminal defendant plea.	R				
210.	The ability to view past and future settings on a case in order to facilitate decisions on granting continuances and managing of cases.	C				
211.	The ability to transfer one or multiple cases among judicial officers, courtrooms, dates, times, etc. in real-time and produce the appropriate notices.	R				

212.	The ability to reassign an individual case within a block or portions of a block to another judicial officer, date, courtroom, etc.	C					
213.	The ability to schedule a hearing and produce notices prior to the filing of the case and to link the scheduled activity to the case when it's filed.	D					
214.	The ability to schedule people from outside the court system by accessing in real-time external calendar systems using industry standard scheduling software protocols.	D					
215.	The ability to schedule phone conferences/ITV conferences with defendants, lawyers and other interested parties.	D					
216.	The ability to schedule a consolidation of pending cases.	D					
217.	The ability to schedule and print recurring appointments.	R					
218.	The ability to apply rules to specific types of scheduled events (e.g. whether it can be marked confidential, must be marked confidential, or whether it must be viewable by the public).	D					
219.	The ability to automatically schedule the next required activity based on the occurrence of a prior activity (i.e. new events not included on counts that have been dismissed or closed) and a pre-determined schedule of events and generate the appropriate notices.	D					
220.	The ability to inquire on the date/time of scheduled court date using automated technology such as interactive voice response (IVR/VRU) software.	D					
221.	The ability to forecast judicial officer availability based on other activities that make judicial officers unavailable.	D					
222.	The ability to alter users to conflicts in scheduling events for parties (i.e. attorney conflicts, defendants scheduled in multiple counties, and/or parties scheduled for multiple events in one or more case.)	D					
	Workflow						
223.	The ability to require a pending activity in open cases with an option to put an activity on a closed case.	C					
224.	The ability to automate caseload so that information is moved electronically rather than moving paper files between court staff.	R					
225.	The ability to provide online reminders to the user when activities need to be scheduled on cases (criteria used to determine reminders is based on timing objectives, statute, court rules, etc).	R					
226.	The ability to set the parameters for online reminders globally at the state level with the option to override by Clerk of Court on a court/county basis.	R					
227.	The ability to define a required sequence of events globally at the state level with the option to override by Clerk of Court at the local level.	R					
228.	The ability to alert the user that a required event has not occurred when scheduling the next event.	R					
229.	The ability to project District Court cases ready for calendaring into the future, based on current case status and timing rules.	R					
230.	The ability to generate a list of pending jury trials including date, parties and attorneys.	R					
	Calendars						
231.	The ability to enter special or recurring events across judges or courtrooms in each jurisdiction.	R					
232.	The ability to move easily between judicial officer and courtroom views.	R					
233.	The ability to generate online and printable court calendars.	C					
234.	Provide adequate security to restrict inquiry and update access to calendars.	C					
235.	The ability to create calendars in both summary and detailed formats.	C					
236.	Provide the user the ability to customize the format of the court calendar.	D					
237.	The ability to display and update calendars in real-time across court, county and district lines.	C					
238.	The ability to create daily, weekly and monthly views of calendars in both a printable and online format.	C					
239.	The ability to send email, fax or postal mail notification to attorneys when there are additions, changes, or deletions to the court calendar.	D					
240.	The ability to create one calendar that reflects multiple days and multiple judicial officers.	R					

241.	The ability to create both confidential/non-confidential calendars that are accessible electronically, with the ability to print, 24 hours a day to court users and, with prior approval, other agencies.	C					
242.	The ability to search the court calendar by specific user-defined parameters (e.g. judicial officer, courtroom, attorney name, officer name, location, etc).	R					
243.	The ability to "trail" a case on a calendar (i.e. keeping the case on the calendar for later in the day while attorneys negotiate settlement	D					
244.	The ability to view the Court calendar on the Internet and to link to the case documents (e.g. briefs).	D					
245.	The ability to print a calendar for a judicial officer across county lines but retain the ability to print individual calendars by judicial officer and/or county.	R					
246.	The ability to send electronic notification when hearings are initially set or rescheduled.	D					

ID	Description	Required/Desired	Included	Not Available	Customization	Third Party	Comment
	<p><u>DOCUMENT MANAGEMENT</u></p> <p>Includes how the system will record and enter documents and forms it receives, and how the system will record and generate documents and forms it transmits to others.</p> <p>The intent is to implement Document Management with the CMS and e-filing. However, due to North Dakota resource constraints, we understand the rollout of Document Management may have a different timeline than the core CMS.</p>						
	Receive/File/Transmit Documents						
247.	The ability to convert currently used standard and custom documents.	R					
248.	The ability to process and transmit documents in the traditional hard copy method and in the newer methods, such as scanning and other types of electronic formats (e.g., email, facsimile, electronic filing).	R					
249.	The ability to support document imaging, either internally, or by storing pointers to imaged documents in other imaging software, and including them as part of the court record.	R					
250.	The ability to record the manual or automated reception or transmittal of all document types.	R					
251.	The ability to provide the option to electronically distribute and receive documents from both within the court system and from outside the system, including the internet.	R					
252.	The ability to prevent the duplicate reception of a document	R					
253.	The ability to allow for the electronic notification that the document was received and/or sent, with logging and time stamping.	R					
254.	<p>The ability to capture information concerning the sending and receiving of a document including, but not limited to:</p> <ul style="list-style-type: none"> • the type of document; • the person/agency who sent/received the document, if desired; • the date and time of the reception of the document; • the document title or identification number; • the method the document was sent/received (for example, hard copy, facsimile, email, etc.); • the original document location; • the confidentiality status of the document; • the date (and time) of the filing of the document. 	R					
255.	The ability to allow the user to select which participants will receive the documents generated as a result of a specific register of action-- e.g., generate appearance notices to the participants designated by the court user after scheduling a hearing.	R					
256.	The ability to allow the Clerk of Court to select in advance (and based on document and event type), default participants who will receive the documents generated as a result of a specific register of action-- e.g., generate appearance notices to the participants designated by the court user after scheduling a hearing.	R					
257.	The ability to pull data elements directly from documents that are submitted electronically for filing.	R					
258.	The ability to generate and route designated documents automatically (e.g., criminal judgment forms and warrants of commitment).	R					
259.	The ability to transmit notifications of rejected filing documents.	R					

260.	The ability for documents that will be used for electronic filing to be submitted in a predefined format, in order that data elements needed in case initiation may be taken directly from the document.	R					
261.	Provide two date/time stamps for documents that will be used for electronic filing: one for when the electronic file was received and one for when it was reviewed and accepted by court staff.	R					
262.	The ability to receive and file documents that are not associated with any case (e.g., search warrants, wills, demand for notice).	R					
263.	The ability for the user to override some of the data elements recorded during the filing of a document (e.g., backdating the filing date and/or the reception date, or modifying who sent the document).	R					
264.	The ability to allow for a configurable list of document types which, upon manual or automated transmittal or reception of a document, will be considered part of the court register of actions for a specific case or for multiple cases.	R					
265.	The ability to track the electronic distribution of documents within the court system, and the distribution of documents to other agencies and individuals external to the court system.	R					
266.	The ability to allow documents to be assigned numbers.	R					
267.	Provide a document tracking mechanism that, upon request, will automatically generate a list of documents that are both required and optional for a case, based on the case type. A status summary of the documents will be displayed (e.g., date received, method received), plus the user will be able to "check off" documents as they are received, and record all the necessary information required for filing a document.	R					
268.	The ability to electronically store and index all documents pertaining to a case.	R					
269.	The ability to allow documents to be represented within the database as a collection of document sub-parts (e.g., a criminal complaint can be represented as a collection of specific sub-parts, which would in this instance be the specific charges).	R					
270.	The ability to allow subsequent court events to refer to previously filed documents or document sub-parts.	R					
271.	The ability to scan documents into the electronic filing program for any court generated documents or for Pro Se filings.	R					
Document Viewing							
272.	The ability to provide viewers with information about a document (e.g., the source of the document, and where the document is located at the moment).	R					
273.	The ability to provide document level security.	R					
274.	The ability to allow a document to be opened directly from the index listing of existing documents via a hyperlink.	R					
275.	The ability to allow documents to be searched by key words or phrases.	R					
Document Linking							
276.	The ability to allow a document to be linked to one or more participants, if desired.	R					
277.	The ability to allow a document to be linked to one or more cases, if desired.	R					
278.	The ability to allow a document to be assigned an existing number (if the document is an extension of another document), and be able to link the related documents to each other.	R					
279.	The ability to allow associating paper documents with scanned or summarized versions of those documents by means of bar coding the paper document.	R					
280.	The ability to link a court activity or court event to a document filed during that activity or as a part of that court event.	R					
System Generated Documents		R					
281.	The ability to allow documents to contain digital signatures (e.g., for individuals and for the court seal).	R					
282.	The ability to allow for multiple versions of the same document to be generated, depending upon the case type, e.g., Notice by Publication.	R					

283.	The ability to allow documents to be generated as a result of a specific register of action-- e.g., generate appearance notices to all appropriate participants after scheduling a hearing.	R					
284.	The ability to pull data from database fields to use in generating documents, such as participant names and addresses and case data.	R					
285.	The ability to allow the user to select what data element values to include in documents when multiple values exist (e.g., multiple addresses for a participant).	R					
286.	The ability to view online documents generated by the system for approval prior to printing or transmitting it.	R					
287.	The ability for the user to override the printing of a document generated by the system.	R					
288.	The ability to provide template documents that can be customized by the user using word processing features (e.g., fonts, logos, and formatting).	R					
289.	The ability to print documents based on commonly accepted business standards for format and structure (e.g., windowed envelopes, letterhead, paper size).	R					
290.	The ability to print documents in languages other than English, selected by the user (e.g., Spanish).	R					
291.	The optional ability to print and reprint documents in a "batch" format.	R					
292.	Provide standard formats for system generated forms and documents, but allow them to be modified according to district, county, municipal, or personal preferences.	R					
293.	The ability to generate file labels for hard copy files and allow the user to indicate what information the label will contain.	R					
294.	The ability to generate receipts for bonds, fines, and fees, either as a hard copy or in an electronic format.	R					
295.	The ability to provide receipt templates for bonds, fines, and fees that include data such as account numbers, amounts, and account splits.	R					
296.	The ability to provide receipt templates that allow for local variations in bonds, fines, fees, and splits.	R					
297.	The ability to automatically produce delinquency notices for overdue fines or restitution based on parameters set by the county.	R					
298.	The ability to automatically produce a notice to the payer when a non-sufficient fund adjustment is made.	R					
299.	The ability to allow users to choose what location to print documents to (e.g., selecting a printer located in another county).	R					
300.	The ability to generate documents on demand.	R					
301.	The ability to have interoperability with standard supported desktop software (e.g. word processors, spreadsheets, email), with the ability to use the word processing software to generate letters, documents, and forms using field elements from the court database.	R					
302.	The ability to allow flexibility to the user when generating notices, such as the ability to generate different notices for different case types and the ability to pick and choose what data field elements to print on the notice.	R					
303.	The ability to generate and disseminate administrative documents that are not associated with any case (e.g., judicial officers' orders relating to Clerk of Court matters).	R					
304.	The ability to generate multiple copies of one document to a single participant, but send the copies to different addresses, with each document displaying its own unique mailing address (e.g., notices).	R					
Associated Processing							
305.	Upon the filing of a document, provide a mechanism for the user to set a due date (based on an elapsed period of time), and allow the user to enter an action to be taken (that will automatically occur) when the due date has passed.	R					
306.	Provide a mechanism for the user to set up in advance actions or activities that will occur upon the filing of a particular document (e.g., The filing of document A will trigger activities X, Y, and Z.).	R					
307.	The ability to provide an "electronic routing slip" capability to route documents to a predefined distribution list.	R					

308.	Prior to initiating a case, provide the ability for court staff to review for data accuracy and completeness incoming electronic documents relevant for case initiation.	R					
309.	The ability for court staff to "redact" any confidential data on any electronically stored documents prior to distributing those documents.	R					
310.	The ability for the calculation and collection of a service fee for a requested document based on a pre-defined fee schedule.	R					
311.	The ability when filing a document, whether by traditional means or electronically, to trigger associated processing, such as scheduling a court event or notification or rerouting, etc.	R					

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	<p><u>ELECTRONIC FILING</u></p> <p>E-Filing will enable participants in a court case to file case data and pleadings with the court through electronic data interchange files and electronic web-based forms.</p> <p>The intent is to implement e-filing with the CMS and Document Management. However, due to North Dakota resource constraints, we understand the rollout of e-filing may have a different timeline than the core CMS.</p>						
	General						
312.	System conforms to existing COSCA/NACM standards and has the flexibility to adapt to emerging COSCA/NACM standards found at http://www.ncsc.dni.us .	R					
313.	System provides the unique court filing policies and standards in a Web format.	R					
314.	System provides a process to inform current users of court policy changes relative to electronic filing.	R					
315.	System architecture supports XML data exchange in accordance with standards adopted by COSCA and NACM.	R					
316.	System architecture incorporates migration strategies for new releases of XML standards	R					
317.	System architecture provides capabilities for high volume filers to transfer large numbers of documents, attachments and envelopes at one time ("mass filing").	R					
318.	System has disaster recovery and rollback capabilities consistent with court needs and policy.	R					
319.	System records all dates and times needed to apply court rules governing the time and date that court filing occurs and informs filer of the data and time of filing	R					
320.	System accepts the importation of non-electronic documents into the electronic court record in accordance with statutes and rules.	R					
321.	System provides a method for handling other electronic materials involved in a case, including, e.g., transcript, exhibits, and multimedia presentations made to the jury.	R					
322.	System presents the documents in the electronic formats allowed by the court.	R					
323.	System will produce copies on demand.	R					
324.	System provides a means to verify the integrity of any electronic document received and stored by the court.	R					
325.	System provides document redundancy.	R					
326.	Hash algorithms must be provided within receipt and the system must provide a document history of hashes.	R					
327.	At a minimum, system must comply with FIPS 180-2 or successors. (http://www.itl.nist.gov/fipspubs/fip180-2.htm).	R					
328.	System provides for archiving of data and documents in accordance with approved retention, archiving and destruction policies.	R					
329.	System provides for forward migration of all court documents.	D					
330.	System uses browser technology and complies with W3C technical standards for a variety of platform operating systems and browsers.	R					
331.	System complies with W3C web services standards.	R					

332.	System supports annotation that is not part of the court record, with appropriate confidentiality and access controls.	R					
333.	System supports communication that is not part of the court record, with appropriate confidentiality and access controls.	R					
Security and Confidentiality							
334.	System transmissions are secure.	R					
335.	System provides an audit log of transactions as appropriate to the court's needs.	R					
336.	System must provide that appropriate court staff have control of assignment and revocation of security levels and privileges.	R					
337.	System provides appropriate processes for court staff to control user privileges to create, modify, delete, print, or read electronic records. For example, groups with differing privileges and security levels might be: <ul style="list-style-type: none"> a. Attorneys and self-represented litigants for the duration of the case b. Parties with the exception of attorneys and self-rep litigants c. Judges d. Judicial staff e. Clerks f. Administrative staff g. Systems maintenance staff h. Abstractors, title searchers, credit reporting services, and employment background checkers i. Media j. General public not involved in the case 	R					
338.	The "Legal Envelope" and the document must both have state-of-the-art and robust virus checking applied prior to transmission to the court and upon receipt of the transmission at the court.	R					
339.	System complies with generally accepted security protocols, including use of HTTPS and secure socket layer (SSL).	R					
340.	System complies with statutes and rules for authentication of electronic documents.	R					
341.	System provides authentication of filer identity in accordance with court policies.	R					
342.	System provides a method of authenticating judicial officer actions.	R					
343.	System provides provisional confidentiality until a determination on confidentiality is made by the court	R					
344.	System allows for changes of confidentiality status for documents or the case during the life of the case.	R					
345.	Based on the nature of the document and the nature of case, system provides automatic confidentiality at the time of electronic document filing in accordance with statutes and rules or court orders.	R					
Case Filings and Document Processing							
346.	Front End Application is able to support the court's policy on filing when the court's accepting system is down.	R					
347.	System informs the filer of the acceptance or rejection. The receipt must include the reasons for rejection and document hash.	R					
348.	System supports automated acceptance and rejections of filings and documents in accordance with the form and substance requirements of the court.	R					
349.	Acknowledgements of filings must include an address by which the document can be accessed for the purpose of linking it to subsequent filings in the same case.	R					
350.	System maintains a register of authorized users and identifiers. System supports registration/authorization process for submission of electronic court filings by: <ul style="list-style-type: none"> a. attorneys b. self-represented litigants c. court personnel d. other agencies, e. other authorized users 	R					

351.	System accommodates payments in accordance with statutes and rules.	R					
352.	If the court's case management system is not operational, the front end electronic filing system sends a message immediately to the filer and holds the filing for submission when the court's system is operational.	R					
353.	Front end system validates case number, filing parties, case types, document types, and other elements required for populating the court's database.	R					
354.	Front end system provides error messages and correction options if the filing is not in accordance with court policies, codes, and requirements including case openings.	R					
355.	System assigns and confirms a unique identifier for each filing.	R					
356.	System assigns a unique case identifier until assignment of a permanent case number by the court.	R					
357.	System supports initiation of new cases without requiring submission of the case to the clerk review queue, based on filer or case type.	D					
358.	System supports docket entries for initial filings without clerk review, based on filer or case type.	D					
359.	System supports docket entries for subsequent filings without clerk review, based on filer or case type.	D					
360.	System supports receipt of subsequent filings without requiring submission of the case to the clerk review queue, based on filer or case type.	D					
361.	System electronically serves documents and notice to other parties participating in the electronic filing system, in accordance with statutes and rules	R					
362.	System generates a record of the non-electronic filing parties to whom service must be provided	R					
363.	System automatically creates and docketed in the court's case management system a certificate of service for the document served.	R					
364.	System provides a method for parties to transmit proposed orders and other proposed materials to judicial officers for consideration, with or without docketing the event and committing the document and data to the database.	R					
365.	System provides a method for the judicial officer to return a modified proposed document to the sending parties with or without docketing the event and committing the data to the database.	R					
366.	System provides automatic notice to all parties when filer sends a proposed order to a judicial officer for consideration.	R					
367.	System provides automatic notice to all parties when the judicial officer returns a modified proposed document to the sending parties.	R					
368.	System provides for review of data and documents by court staff prior to inclusion in the court record based on local procedures and rules.	R					
369.	If the filer must take additional action after clerk review, the system provides a method for the clerk to send notice to the filer.	R					
370.	System allows for court judicial officers and court staff to initiate actions as filings.	R					
371.	System informs parties of court initiated filings.	R					
	Requests For and Responses To Requests For Case Information						
372.	System processes requests and responses to standard queries for court records according to the standard protocol approved by COSCA/NACM.	R					
373.	Every response to a query includes the most current, complete and accurate CMS and DMS records as defined by court policy.	R					
374.	System provides a notice to the person making the query of the currency of the information.	R					
375.	System provides authentication and verification that the court order in the court's database is the court order received by the requestor.	R					
376.	System supports queries of court records and responses to queries of court records.	R					
377.	System notifies appropriate actors of applicable updates to the court record.	R					

ID	Description	Required/Desired	Included	Not Available	Customization	Third Party	Comment
	<p><u>REPORTING</u></p> <p>Reporting is the process by which information from the system is made available in summary and detail form, online or in print.</p>						
	<p>General</p>						
378.	The ability to incorporate key performance measures into the system's core statistical package (e.g., NCSC CourTools measures for clearance rates, time to disposition, age of active pending caseload, trial date certainty, and collection of monetary penalties)	R					
379.	The ability to aggregate the information and case types outlined in the State Court Guide to Statistical Reporting as developed by the Court Statistics Project of the National Center for State Courts.	C					
380.	The ability to comply with the COSCA-Recommended Case Types for National Statistical Reporting.	R					
381.	The ability to generate user defined and ad hoc reports based on any user selected set of fields.	R					
382.	The ability to provide access to a data dictionary or functional equivalent in order to support the users in generating their own reports.	R					
383.	The ability to provide users with general report formats from which they can customize reports.	R					
384.	The ability to provide online access to reports.	C					
385.	The ability to schedule any report as a regular report at the local and/or administrative level (e.g., weekly, monthly, etc.)	C					
386.	The ability to produce any report on request.	C					
387.	<p>The ability to allow the user to customize reports with respect to:</p> <ul style="list-style-type: none"> • How reports are sorted • Jurisdiction • Level of detail • Date ranges • Revenue type • Collection Status • User 	R					
	<p>Operational Reporting</p>						
388.	<p>The ability to generate caseload management reports at the management level with the ability to define the timeline and data elements, including but not limited to:</p> <ul style="list-style-type: none"> • timings between events in cases; • tax intercept; • pending cases by subject matter; • list of cases of type and date range; • list of current (open) cases by judicial officer; • ad hoc report of judicial officer assignment/case load summaries 	C					
389.	<p>The ability to track and report the current status of cases and individuals by multiple (ad hoc) criteria including but not limited to:</p> <ul style="list-style-type: none"> • procedural and time "milestones" • continuances by whom, by reason, by result, by case and by case type • upcoming events and reports due in order to generate notices to responsible or interested parties/participants • probate volunteers and mileage incurred 	R					

	<ul style="list-style-type: none"> • out of home placements for children (identified by parent) including long and short term foster care, placement with families and strangers, number of placements per child and length of each placement and state wards • trial calendars by result: trial, settlement, plea, etc and by judicial officer • families across case types • numbers of failure to appear and resulting drivers license suspensions • probation status of defendant (prior to first appearance) • type of motion • no bill from Grand Jury • other case management criteria including by individual case level and aggregate or macro level data 						
	Financial Reporting						
390.	The ability to provide the same reporting functionality for producing financial reports as it does for all other reports (e.g., ad hoc reporting, on-line reporting, batch reporting).	R					
391.	The ability to generate Remittance Reports that will be sent to the City Auditor, County Auditor, State Auditor, or other agencies to which funds are owed.	C					
392.	The ability to produce a notice or report indicating that the cost bond can be released to the person posting the bond when an appeal is resolved.	C					
393.	The ability to generate a report to the IRS when federal requirements dictate (e.g., bail collected for a drug charge is over \$10,000).	D					
394.	The ability to automatically generate all month-end financial reports (e.g., the Monthly Remittance Report to ND State Treasurer).	C					
395.	The ability to automatically generate agency-specific reports or extract reports (e.g., Department of Transportation, Game and Fish, local law enforcement).	R					
396.	The ability to produce ad hoc financial reports that allow users to review cumulative/annual totals, make comparisons with prior months and years, allow for review by calendar or fiscal year, and allow for review by location, account, or jurisdiction.	R					
397.	The ability to provide reports to alert the user when funds have been held too long.	R					
398.	The ability to view financial reports online with proper authorization.	R					
399.	The ability to generate ad hoc reports related to revenue codes, refunds, delinquent payments, accounts turned over for collection, or cases which involved reductions in fines.	C					
400.	The ability to break down financial reports by day, month, quarter, half-year, calendar year, and a fiscal year different from a calendar year.	C					
401.	The ability to generate reports detailing revenue amounts, restitution assessed/collected, and fines assessed/collected by case type.	C					
402.	The ability to provide time payment reports that can be broken down and printed various ways (e.g., by action taken, by defendant, by account manager).	R					
403.	The ability to generate a payment schedule/payment contract reports which show amounts of scheduled payments compared to amounts actually collected.	R					
404.	The ability to provide a standard chart of accounts to permit financial reporting on various discrete or aggregate levels.	R					
405.	The ability to provide reports to assist in monitoring outstanding receivables with the flexibility to be broken down and printed various ways (e.g., by action taken, by account manager, by defendant, by municipality/county, overdue 30/60/90 days).	R					
406.	The ability to allow for separation, integration and reporting of financial data at multiple levels (i.e., cash drawer/register, department, division, county, district, state).	R					
407.	The ability to support receipting, balancing and bank deposits at the cash drawer/register, department, division and county levels.	R					

408.	The ability to split financial reports by municipality, county, district, administrative unit, and/or statewide.	R					
409.	The ability to split reports detailing revenue amounts, restitution assessed/collected, and fines assessed/collected by municipality, county, district, administrative unit, and/or statewide.	R					
410.	The ability to allow counties to submit either a consolidated month-end report by county, or separate month-end reports by location.	R					
411.	The ability to generate ad hoc reports related to selected offenses, fees, surcharges, codes, and local ordinances.	R					
412.	The ability to generate ad hoc reports related to refunds, delinquent payments, accounts turned over for collection, or cases which involved reductions in fines.	R					
Statistical Reporting							
413.	The ability to provide the same reporting functionality for producing statistical reports as it does for all other reports (e.g., ad hoc reporting, on-line reporting, batch reporting).	R					
414.	The ability to aggregate data and generate ad hoc reports related but not limited to: <ul style="list-style-type: none"> • Cases filed • Cases reopened • Cases closed • Cases appealed • Case types • Case categories 	R					
415.	The ability to aggregate data and generate ad hoc reports based on various parameters including but not limited to: <ul style="list-style-type: none"> • Jurisdiction (e.g., State, Unit, District, County, Municipality) • Case aging • Average age of pending caseload • Judge assigned • Demands against judges • Active warrants • Age of warrants • Deferred Impositions • Pending Events • Number of trial dates set by case type • Number of trial dates set by judge • Number of trial dates set by jurisdiction • Unsatisfied conditions • Cases requiring interpreters • Languages for which interpreters are needed 	R					
416.	The ability to produce reports identifying all cases involving special fees or other charges.	R					
417.	The ability to run ad hoc management reports including but not limited to: <ul style="list-style-type: none"> • number of receipts issued by user • number of cases deleted by user • number of cases expunged by user • number of new cases initiated by user 	R					
418.	The ability to generate ad hoc management reports related to cases which involved reductions in fines.	R					
419.	The ability to generate ad hoc reports for cross-training and management purposes which sort the number of cases filed including but not limited to: <ul style="list-style-type: none"> • Defendant's last name 	R					
420.	The ability to allow users to set up Docket Currency or Case Aging Reports as a recurring report.	R					
421.	The ability to generate ad hoc reports for review online or in print, including but not limited to: <ul style="list-style-type: none"> • Clear summaries of case aging by judge, case type, or jurisdiction • Clear summaries of case aging pending sentencing • Clear summaries of cases in which pre-sentence investigations were 	R					

	ordered						
	<ul style="list-style-type: none"> Clear summaries of cases with active warrants 						
422.	The ability to batch reports and schedule printing for a specified time.	C					
423.	The ability to generate reports automatically or on demand.	C					
424.	The ability to preview reports before printing.	C					
425.	The ability to allow any report normally generated automatically to be generated or regenerated as needed on demand.	C					
426.	The ability to produce ad hoc reports that allow users to review cumulative/annual totals, make comparisons with prior months and years, allow for review by calendar year, and allow for review by location, judge, or jurisdiction.	D					
427.	The ability to provide online retention of statistical reports so that paper copies do not need to be retained.	R					
428.	The ability for all month-end and year-end statistical reports to be available online the first working day of the following month.	R					
Specific Examples							
429.	The ability to report current and history information about all arrest warrants for all persons.	R					
430.	The ability to ensure that the cancellation of an arrest warrant is immediately reflected in the system.	R					
431.	The ability for judicial officers to print their own case assignment reports, cases pending reports, calendars, case closed, and Under Advisement reports on demand at their own workstations.	R					
432.	The ability to provide a regular report of cases Under Advisement for all judicial officers.	R					
433.	The ability to provide a regular report of Overdue Cases Under Advisement for all judicial officers.	R					
434.	The ability to generate standardized case aging reports in several formats including summary and detail.	R					
435.	Ability to provide a regular report of automatic judicial officer rotation assignment and rotation, filed plus reopens minus demands/recusals.	R					
436.	Ability to track Motions and their active and inactive status.	C					
437.	Ability to track trial-end reporting.	C					
438.	<p>The ability to report on the nine court performance measures in deprivation cases as follows:</p> <ol style="list-style-type: none"> Safety: Percentage of children who were victims of child abuse or neglect while under the court's jurisdiction; Safety: Percentage of children who were victims of child abuse or neglect within 12 months after the court's jurisdiction ends; Permanency: Percentage of children who reach legal permanency by reunification, adoption or guardianship; Due Process: Percentage of cases in which both parents receive written service of process on the original petition; Due Process: Percentage of cases in which all hearing were heard by one judicial officer; Timeliness: Time to Permanent Placement (average or median time from filing of the original petition to permanent placement); Timeliness: Time to Adjudication (average or median time from filing of the original petition to adjudication); Timeliness: Time to First Permanency Hearing (average or median time from filing of the original petition to first permanency hearing); and Timeliness: Time to Termination of Parental Rights (average or median time from the filing of the original petition to termination of parental rights). 	R					

ID	Description	Required/Desired	Included	Not Available	Customization	Third Party	Comment
	<p><u>DISPOSITION AND POST DISPOSITION PROCESSING</u></p> <p>Includes events and requirements resulting from the disposition of cases and subsequent case activity.</p>						
	Tracking/Capturing Disposition Data						
439.	The ability to differentiate between a party and a participant on a case (e.g., a party would be notified of certain events while a participant would receive no notification).	D					
440.	Capture specific disposition information, and hearing and trial outcomes for all case types.	C					
441.	The ability to link dispositions and orders to the specific case parties to which they apply.	R					
442.	Track, maintain and display charge, disposition and sentencing history, including revocations and diversions.	R					
443.	The ability to capture the following civil disposition types: jury trial, bench trial, summary judgment, default judgment, arbitration award, settled.	R					
444.	The ability to capture the following criminal disposition types: jury trial, bench trial, plea agreement, Rule 43, settled.	C					
445.	The ability to capture the following family court disposition types: dismissed, judgment, decree, trial, settlement, summary judgment, arbitration award, default judgment.	R					
446.	The ability to enter pleas at various points in a case (e.g., during prosecution, for probation violation) and maintain a history of pleas.	R					
447.	The ability to enter pleas for multiple participants at a hearing/trial and to enter the conditions/results for each participant.	R					
448.	The ability to track whether a case was tried by court or jury.	C					
449.	The ability to track information about verdicts including directed verdict, judicial officer overruled jury, dismissal during trial (and at what point in trial).	C					
450.	The ability to record additional participants in a case, such as crime victims and community representatives.	C					
451.	The ability to capture the specific enhancement statutes that were applied to a sentence and the enhanced level.	D					
452.	The ability to store information regarding all attempts to contact and successful contacts with a defendant regarding the payment of fines and restitution, including date and content of conversation, and ability to present such information in chronological order.	R					
453.	The ability to keep statistical information by hearing officer when he/she resolves a case and enters a disposition. This information includes, but is not limited to the number of cases resolved, how each case was resolved, and how much money was collected.	D					
454.	Provide a way to associate the conditions of release and probation with the judicial officer who set the conditions.	D					
455.	The ability to store mandatory minimum sentences by level of offense and identify when mandatory minimums have been applied on a case.	D					
456.	The ability to track both the original charge and the lesser charge when a case is amended to a lower case type.	C					
457.	The ability to track and identify when a juvenile case is adjudicated.	C					
458.	The ability to track temporary and permanent placements of juveniles involved in deprivation cases in a manner that can be analyzed statistically.	R					

459.	The ability to calculate the amount of time a child is in out of home placement and where that placement is. Time must be able to be calculated for multiple placements even when placements are not consecutive.	R					
460.	The ability to link deprivation cases with related Termination of Parental Rights (TPR), Adoptions, and delinquency cases, and juveniles that have been placed in foster care.	R					
461.	The ability to link Juvenile delinquency cases with related juveniles that have been placed in long-term foster care or wards of the State.	R					
462.	The ability to track when a parent's parental rights have been terminated and which parent has had their rights terminated.	R					
463.	Capture specific information about the outcomes of family court cases, including but not limited to custody, visitation, and spousal and child support.	R					
464.	Capture information about changes to custody, visitation, support and maintenance orders on family court cases and retain a history of what was originally ordered.	R					
	Judgments						
465.	The ability to collect and maintain judgment information as issued by the court (e.g., disposition date, judgment date, docket date, judgment principal, costs and disbursements, interest, etc.).	C					
466.	Provide the outstanding balance of money judgments.	C					
467.	The ability to record a money judgment with multiple debtors and creditors.	C					
468.	Allow the entry of multiple satisfactions on money judgments from one screen, defaulting information whenever possible.	R					
469.	The ability to change the interest rate on money judgments with the capacity to go past the decimal point.	R					
470.	The ability to track judgments and verdicts on civil cases by case party (e.g., the prevailing party(s) and liability of each party).	D					
471.	Streamline the entry of judgment satisfactions including tracking Sheriff's Returns and partial satisfactions throughout the life span of the judgment.	R					
472.	The ability to track the original costs on a money judgment and any modifications.	R					
473.	Provide workflow navigation for the process of docketing judgments, issuing writs and entering returns and processing partial and full satisfactions.	D					
474.	Provide for the automatic updating of debtor information across multiple money judgment cases.	R					
475.	Automatically update the status of the case upon full satisfaction of judgment.	R					
476.	The ability to link a money judgment for outstanding fines and restitution to the criminal/traffic case from which it resulted.	R					
477.	Where there is a money judgment docketed for outstanding fines and restitution, provide the ability to apply any payment made to both the outstanding fine/restitution on the criminal/traffic case and to the money judgment.	D					
478.	The ability to document a satisfaction of restitution requirement on a criminal case when a judgment has been satisfied.	R					
479.	Provide an automated means of generating a civil judgment case to docket unpaid fines or restitution and provide a link between the outstanding receivable on the criminal/juvenile case and the civil judgment. If a payment is made either on the docketed judgment or on the outstanding receivable, the system should update both cases.	D					
480.	When a judgment is stayed for a period of time, calculate the date when the judgment can be entered (with the ability to override if waived) and prompt the user when that date arrives.	D					
481.	Track discharge bankruptcies when the court receives a document from bankruptcy court and is listed as a potential creditor.	C					
482.	Provide complete functionality for entering and retrieving money judgments.	R					

483.	When there are multiple debtors on a civil judgment, provide the ability to discharge the judgment against one party without requiring complete deletion and re-entry of the judgment.	R					
484.	Provide abstract companies with judgment and disposition data in a pre-defined, electronic format. This information includes, but is not limited to, entry of a judgment, partial and full satisfactions.	D					
485.	The ability to record a judgment for a piece of real or personal property.	R					
486.	The ability to renew a money judgment by bringing forward the judgment that is about to expire.	C					
487.	The ability to generate documents in civil cases post-disposition (i.e. Executions, Transcript of Judgments, Notice to Cancel Transcript of Judgments, Notice of Filing Transcript and Docketing Judgment, Notice of Filing Renewal of Judgment, Notice of Filing Foreign Judgment, etc.)	C					
488.	The ability to generate Satisfied Judgment Report and Non-Renewed Judgment reports as needed.	C					
489.	The ability to generate documents in criminal cases post-disposition (i.e. Re-sentencings, Amended Judgments)	C					

ID	Description	Required/Desired	Included	Not Available	Customization	Third Party	Comment
	<p><u>JUDICIAL ACTIVITY</u></p> <p>Judicial activity encompasses the recorded actions of a judicial officer. It includes, but is not limited to, the assignment of a Court Appointed Attorney, the appointment of a Guardian Ad Litem, requests for investigation, evaluation, and assessment reports, requests for transcripts, and the issuance of various orders and decisions.</p>						
	Warrants and Documents						
490.	The ability to record the request, the type, who is issuing, and the reason for issuing a warrant or Juvenile Pick-up and Hold Orders.	C					
491.	The ability to generate a warrant or Juvenile Pick-up and Hold Orders and to route it electronically to the appropriate agency.	C					
492.	The ability to inquire on a warrant or Juvenile Pick-up and Hold Orders by various criteria (e.g. name) within a county, district, and statewide.	C					
493.	The ability to recall, quash or cancel a warrant or Juvenile Pick-up and Hold Orders by electronic means.	D					
494.	The ability to record a request for a transcript and to route the request to a court reporter(s).	D					
	Court Appointments						
495.	The ability to record the assignment of a Court Appointed Attorney and generate notices, if required, to the appropriate parties.	C					
496.	The ability to record the assignment of a Guardian Ad Litem and generate notices, if required, to the appropriate parties.	C					
	Decisions/Orders						
497.	The ability to generate various standard orders, on demand, per the judicial officer's request, allowing the court staff to modify the contents (in real-time of certain designated portions of the order based on the county or judicial officer preference.	R					
498.	The ability to capture all terms and conditions of judicial orders including, but not limited to: criminal sentences, child custody orders, juvenile dispositions, etc.	R					
499.	The ability to enter terms and conditions of judicial orders in a format that can be analyzed statistically.	R					
500.	The ability to capture whether terms and conditions of judicial orders were completed.	R					
501.	The ability to relate a decision/order back to the specific charge or allegation to which it relates.	R					
502.	The ability to monitor cases which a judicial officer has under advisement and which requires a decision within a defined time frame	C					
503.	The ability to track out of home placements by judicial officer at any time during a deprivation case.	R					
504.	The ability to save a draft of an order.	R					
505.	The ability to capture and track the original and amended support information (e.g. child support, spousal maintenance).	R					
506.	The ability to link child support orders to the corresponding proof of service.	D					
507.	The ability to generate Juvenile Transport Orders.	R					
	Reminders						
508.	The ability to display online reminders that a request for information by a judicial officer is due (e.g. transcript, investigation, evaluation ordered).	C					

Sentencing/Disposition						
509.	The ability to capture all modifications to each sentence (e.g. re-sentencing, probation violations).	R				
510.	The ability to retain the original sentence and display/link all modifications to the original sentence.	R				
511.	The ability to distinguish between a court ordered modification to a sentence vs. a data entry correction to a sentence.	R				
512.	The ability to capture specific disposition information, hearing and trial outcomes for all case types, with the ability to link them to a one or more parties (e.g. in juvenile cases, the mother may be required to do one thing, and the father may be required to do another)	R				
513.	The ability to track, maintain, display, and print disposition and sentencing history.	R				
514.	The ability to track both the sanctions imposed and the sanctions stayed.	R				
515.	The ability to associate the conditions of release and probation with the judicial officer who set the conditions.	D				
516.	The ability to capture vacated sentences, pardons, and de-certifications.	D				
517.	The ability to record the county in which a court event occurred.	R				
518.	The ability to record alternative sentences (e.g. community service, etc).	R				
Case Processing						
519.	The ability to be fully functional for in-court processing for most case types.	R				
520.	The ability to record which participants were involved in a specific judicial activity (i.e. who was present at a particular hearing).	R				
521.	The ability to provide real-time edits or prompts for required data to ensure the accurate and consistent entry of sentencing data.	R				
522.	Provide the users with prompts and edits based on the appropriate governing rules that might affect a particular type of judicial activity. This includes, but is not limited to: court rules of procedure, sentencing guidelines, relevant administrative orders (District Court), state statutes, municipal ordinances, and local practices.	R				
523.	The ability to link multiple hearings to the appropriate judicial officer when there is more than one judicial officer on a case.	R				
524.	The ability to record the actual start and end time of court activity and calculate the amount of time the judicial officer and clerk expended on a case.	R				
525.	The ability to utilize voice response software to record the judicial officer's sentence in the courtroom.	D				
526.	The ability to record the same judicial activity on multiple linked cases with one transaction.	R				
527.	Provide a process to do data entry "in volume" for certain types of judicial activities (e.g. entry of judgments, opinions, briefs, transcript certificates, pleas).	D				
528.	The ability to track staff time on specific case types (e.g. Ex Pro Child Support, Probate conservatorship, guardianship and trustee).	D				
529.	The ability to enter and docket money judgments.	C				
530.	The ability to link court events in order to determine whether they satisfy the State and/or Federal timing requirements.	D				
531.	The ability to track, by judicial officer, the number of cases that resulted in a jury trial.	D				
532.	The ability to transfer cases from one level of judicial officer to another (i.e. a referee's decision which is appealed to district court).	C				
533.	The ability to automatically or manually stay all or portions of appealed cases when appropriate according to rules based on the case type/type of appeal or a court order.	R				

ID	Description	Required/Desired	Included	Not Available	Customization	Third Party	Comment
	<u>ACCOUNTING AND FISCAL</u>						
	The system must support the needs of the courts in all aspects of fine and fee collection, disbursement and financial tracking.						
	General						
534.	The ability to accept various forms of payment including but not limited to: <ul style="list-style-type: none"> • cash • check • credit card • debit card • money order • wire transfers • electronic payments • transfers from other agencies • applying bail 	C					
535.	The ability to comply with Government Accounting Standards Board's (GASB) generally accepted accounting principles.	R					
536.	The ability to track payments associated with individual case parties.	C					
537.	The ability to generate line item records for accounts receivable.	C					
538.	The ability to generate line item financial transactions for payments of fines, fees, surcharges etc.	C					
539.	The ability to provide a consolidated view of the current status and history of an individual's financial obligations to the court across multiple cases and multiple counties. The information provided should include but not be limited to: <ul style="list-style-type: none"> • total amount outstanding by case (e.g. fines) • total amount held by case (e.g. bail, trust) 	C					
540.	The ability to process payments in a way that will maximize data entry efficiency.	C					
541.	The ability to enter a total sum levied and automatically split fine and other cost amounts with other designated agencies and accounts. (e.g. 2/3-1/3, 50-50 splits for city transfer cases)	C					
542.	The ability to monitor the collection, adjustment and disbursement of fine and fee collection within acceptable accounting/auditing standards.	R					
	<u>Receipting</u>						
543.	The ability to create a receipt and record various pieces of data including but not limited to: <ul style="list-style-type: none"> • user ID • case number • payer name 	C					
544.	The ability to create and print a receipt and update the ledger accounts.	C					
545.	The ability to re-print a copy of a receipt.	C					
546.	The ability to record and correct the method of payment (e.g. cash, check, credit card, etc.)	R					
547.	The ability to have the receipting process update case financial history and the system journals in real time.	C					
548.	The ability to record payment information prior to a case being initiated.	C					
549.	The ability to link financial information to a specific party on a case.	C					
550.	The ability to create one receipt for multiple cases without having to access each individual case.	R					

551.	The ability to void/correct an erroneous receipt within a user defined time limit with proper authorization.	C					
552.	The ability to view and receipt across court locations and counties while properly assigning funds to the correct location.	R					
553.	The ability to provide receipt templates with pre-defined information including but not limited to: <ul style="list-style-type: none"> • fine/fee amounts • account number • account splits for commonly receipted fines and fees based on statute and/or agency number and allow for local variations. 	C					
554.	The ability to create one receipt when multiple forms of payment are used (e.g. cash, credit card, check)	R					
555.	The ability to provide system generated receipt numbers unique to each court location.	C					
556.	The ability to record receipts in a suspense account pending identification of the correct case or account (e.g. traffic fines received before the ticket is filed).	R					
	Credit Card						
557.	The ability to accept credit card payments (e.g. internet, voice recognition system, kiosk) for fines, fees, or copies of archived information online.	C					
558.	The ability to store credit card authorization number.	R					
559.	The ability to provide card swipe capture capability which would update the system journals and generate transmittal to credit card company/bank.	D					
560.	The ability to produce separate credit card transmittals for each court site.	D					
	Accounts Receivable						
561.	The ability to accept partial, full, or installment payments.	C					
562.	The ability to automatically create an Accounts Receivable record and calculate the amount due upon case disposition, based on a specific statute and sentence with the ability to manually override.	D					
563.	The ability to track accounts receivable data for case and non-case related items.	R					
564.	The ability to prompt the user to move the case/account to the next step or action in the collection process based upon a set of user-defined rules at a local level.	D					
565.	The ability to track the collection status of and collection methods utilized in a case (e.g. Orders to Show Cause, tax intercepts, driver's license suspension, warrants, etc.)	C					
566.	The ability to report unpaid obligations to the court or other agencies, receipt and apply payments, and monitor the unpaid balances (e.g. fines, fees, restitution, and community service)	C					
567.	The ability to automatically prioritize the order in which payments will be applied to an accounts receivable based on a set of user-defined rules at a local level.	C					
568.	The ability to calculate payment amounts by a set schedule (e.g. weekly, biweekly, monthly) based on the total due and date due.	C					
569.	The ability to generate a payment schedule/payment contract, specifying payment frequency and amounts across either single or multiple cases.	C					
570.	The ability to generate multiple payment plans for single defendant.	R					
571.	The ability to differentiate civil, juvenile, and criminal accounts receivable (e.g. outstanding fines vs. outstanding public defender fees)	R					
572.	The ability to monitor outstanding community service and retain a history of credits applied for hours and days of service completed.	R					
573.	The ability to provide prompts to assist users in processing payments and updating cases with outstanding receivables.	R					
574.	The ability to generate reports to assist in monitoring outstanding receivables with flexibility to customize and print the report in various ways. (e.g. by action taken, by account manager, by defendant)	C					
575.	The ability to automatically produce delinquency notices for overdue fines/restitution based on parameters set at the state or local level.	C					
576.	The ability to provide an automated means of generating a civil judgment case to docket unpaid fines or restitution and provide a link between the	D					

	two cases.						
577.	The ability to update the civil judgment and the fine payment account at the same time when paid.	D					
578.	The ability to track the success of the various collection procedures in collecting overdue fines.	R					
579.	The ability to track and automatically deduct a collection fee/percentage when an overdue fine is turned over to a collection agency.	D					
580.	The ability to add costs to an Accounts Receivable by case or party (e.g. late payment fee, warrant fee)	D					
581.	The ability to flag an accounts receivable as uncollectible.	R					
582.	The ability to flag an account as inactive while a defendant is incarcerated.	R					
583.	The ability to automatically alert the user when a scheduled payment is not made so that the user can take proper action. (e.g. generate a payment notice, schedule a show cause hearing or request the issuance of a warrant)	D					
	Journal Transactions						
584.	The ability to post all journal transactions in real-time and make available for immediate viewing with proper authorization.	R					
585.	The ability to update financial transactions, in one step, and provide a clear audit trail including but not limited to: <ul style="list-style-type: none"> • adjustments • voids • NSF checks • bail forfeitures • bond transfers between cases • bond transfers between jurisdictions. 	R					
586.	The ability to automatically provide the account numbers and dollar amounts to be reversed on a void transaction based on the original financial transaction.	R					
587.	The ability to view and confirm any adjustments made to the journal before the entry is finalized.	R					
588.	The ability to require all financial transactions to be recorded in the system journals.	R					
	Ledger Accounts						
589.	The ability to record the effective start and end dates of changes made to financial and accounting practices based upon legislation.	R					
590.	The ability to provide a standard chart of accounts to permit financial reporting on various discrete or aggregate levels. (e.g. state, district, county or satellite)	R					
591.	The ability to maintain a user-defined chart of accounts and track changes at a local level.	R					
592.	The ability to delete a ledger account when it is no longer needed but maintain any historical data associated with the account.	R					
593.	The ability to clearly identify negative dollar amounts when viewed online and in printed reports.	R					
	Bail, Trust & Restitution						
594.	The ability to effectively monitor trust monies: <ul style="list-style-type: none"> • cash trust that does not accrue interest • cash trust held in separate accounts that do accrue interest • minor settlements held in separate types of investments that do accrue interest 	R					
595.	The ability to track the release date of trust funds, reason for release, and prompt the user for release.	R					
596.	The ability to prompt users with a warning message when a lien exists on a bond to prevent errors in refunding or forfeiting bonds.	R					
597.	The ability to record and monitor information about the ordering, receipt, forfeiture, and return of bail throughout the duration of civil and criminal cases.	C					
598.	The ability to quickly disburse/apply bail.	C					

599.	The ability to transfer bail from one case to be applied to fines/restitution on another case or multiple cases, while forcing the user to apply the total sum transferred.	C					
600.	The ability to record the name of the individual to which bail shall be returned.	C					
601.	The ability to automatically generate notices regarding the status of bail. (e.g. forfeiture letter)	D					
602.	The ability to monitor annual accountings and generate notices for guardians, conservators, and trustees.	D					
603.	The ability to automatically prorate restitution payout amounts when there are multiple victims.	D					
604.	The ability to produce a notice to be sent to a victim when a payment is made, including but not limited to <ul style="list-style-type: none"> balance owing docketing information 	R					
605.	The ability to produce a report which would show the total owed to a particular victim and list all defendants who owe restitution to that victim.	R					
606.	The ability to track and credit restitution payments in the following manners: <ul style="list-style-type: none"> one defendant paying on their own fair share split jointly and severally 	R					
607.	The ability to collect and transfer restitution to another agency (e.g. state's attorney) and pay the restitution owed by multiple defendants to that agency in a single check with an itemized listing.	D					
608.	The ability to link cases where restitution is owed jointly and severally so that all defendants, victims, amounts owing, and amounts paid can be accurately maintained.	R					
609.	The ability to access status information by case, by defendant, or by victim on joint and several restitution orders.	R					
610.	The ability to generate reports to assist in monitoring payments. (e.g. current bail and restitution)	R					
611.	The ability to manage joint and several restitution that spans across multiple counties.	R					
612.	The ability to record interest for interest-bearing accounts.	R					
613.	The ability to receipt bonds and record various information including but not limited to: <ul style="list-style-type: none"> date amount person making the payments case number type of payment reason for payments other notes 	C					
	Payments/Delinquent Accounts						
614.	The ability to define local ordinance codes.	C					
615.	The ability to maintain offense fine amounts based on effective dates.	C					
616.	The ability to maintain amounts for fees, surcharges, etc based on effective dates.	C					
617.	The ability to define and maintain code tables for offense codes and fees.	C					
618.	The ability to apply credit card payments made via automated technology, such as the Internet, telephone, or Interactive Voice Response directly to offenses.	C					
619.	The ability to use a barcode scanner to read offense numbers when entering offenses and processing payments.	D					
620.	The ability to refund payments made on offense(s) in a single check.	R					
621.	The ability to accept payments on an offense that is not yet entered in the system.	C					
622.	The ability to calculate the total amount due when reducing the fine of an offense prior to saving the transaction.	R					

623.	The ability to extend the payment date on an offense.	C					
624.	The ability to track payment due dates.	C					
625.	The ability to create payment plans for offenses at a variety of intervals with multiple due dates.	R					
626.	The ability to automatically transfer delinquent offenses for revenue recapture.	C					
627.	The ability to automatically transfer user identified offenses to collection agency.	D					
628.	The ability to automatically transfer full or partial payments received to the collection agency on accounts turned over for collection.	D					
629.	The ability to automatically recall a case sent to a collection agency.	D					
630.	The ability to automatically transfer payments from a collection agency to the court.	D					
631.	The ability to automatically transfer returned debt from a collection agency to the court.	D					
632.	The ability to apply State and local business rules to determine which portions of the fees, fines, and surcharges are distributed to the various agencies and communities.	R					
633.	The ability to track different interest rates in post-judgment activity by effective dates.	C					
Day-end/Month-end Processing							
634.	The ability to balance the current day's financial transactions while permitting subsequent payments to be applied to the next business day based on court designated business hours (bankers hours)	C					
635.	The ability to total and reconcile transactions of multiple cashiers in order to calculate the daily bank deposit.	R					
636.	The ability to provide online information for the completion of the daily balancing procedure including but not limited to <ul style="list-style-type: none"> • deposit transactions (cash, check and credit card totals) • monies receipted for other counties • bonds transferred from other counties • prompt the user to complete the system bank deposit process 	C					
637.	The ability to record daily deposits.	C					
638.	The ability to produce a locally customizable bank deposit slip including but not limited to: <ul style="list-style-type: none"> • cash and check totals • an itemized listing of the checks 	D					
639.	The ability to maintain an electronic checkbook including but not limited to: <ul style="list-style-type: none"> • the automated issuance/printing of checks • maintenance of the check register • reconciling to the bank statement 	R					
640.	The ability to reconcile the checkbook to the bank statement including but not limited to: <ul style="list-style-type: none"> • Manual or automatic entry of checks that have cleared the bank • Production of a discrepancy report. • Production of a reconciliation report 	R					
641.	The ability to electronically transfer month-end financial reports to the appropriate agencies.	D					
642.	The ability to view month-end financial reports online with proper authorization	C					
643.	The ability to compile monthly financial information to provide cumulative totals for use in making comparisons to prior months and years (e.g. monthly, quarterly, yearly)	C					
644.	The ability to automatically generate financial reports including but not limited to: <ul style="list-style-type: none"> • automated month end processing, • agency specific reports • reports for local municipalities and law-enforcement agencies 	R					
Miscellaneous							

645.	The ability to print "validation" information on checks and other case documents including but not limited to: <ul style="list-style-type: none"> • endorsement on checks • case number • date paid • register ID • transaction number 	D					
646.	The ability to print the customers check for them. (e.g. date, payee, amount)	D					
647.	The ability to prompt users and verify when disbursements can be made according to local practices (e.g. appeal time has passed, 10 business days for check to clear the bank)	D					
648.	The ability to accept and convert foreign currency.	D					
649.	The ability to provide remote access for the public to pay fines and fees (e.g. Internet, kiosks)	R					
650.	The ability to allow separation and integration of financial reporting and/or viewing of data for multiple levels including but not limited to: <ul style="list-style-type: none"> • User • Cash register • Division • County • Judicial District • Administrative Unit • State 	R					
651.	The ability to provide a prompt to users on the last business day of the month for any condition that might affect month-end balancing being successfully completed (e.g. negative account balance, missed bank deposits)	D					
652.	The ability to monitor and payout unclaimed funds including but not limited to <ul style="list-style-type: none"> • automatically prompt the user that funds have been held too long (e.g. bail, trust, restitution and) • automatically prompt users of uncashed checks after specified amounts of time • automatically report to ND Land Department 	R					
653.	The ability to produce a balance report on demand for cases and/or persons with results either viewed online or printed.	R					
654.	The ability to define and maintain the court rules for applying payments according to selected options and hierarchy and pro rating methods at a local level.	R					
655.	The ability to identify all cases with past due amounts, sorted various ways, with results either viewed online or printed. (e.g. by number of days past due)	R					
656.	The ability to export data to county and state accounting systems on a daily, monthly, quarterly or yearly basis.	R					

ID	Description	Required/Desired	Included	Not Available	Customization	Third Party	Comment
	<p><u>RESEARCH</u></p> <p>Research seeks to determine whether relations are correlational or causal and the direction of the relation (i.e., negative, positive, or no relation). Research occupies the focal point where Business Information and Data Management meet.</p>						
657.	Ability to count unique number of cases, persons, charges, etc.	C					
658.	Ability to track any case through its life in the courts (i.e., depict the history of a case from start to finish) using any number of identifying keys; crime type, ND Statute, calendar, degree, severity level, judicial officer, etc.	R					
659.	Ability to calculate the number of days between any events of the case both with and without bench warrant time included.	C					
660.	Ability to attach motions and orders, in sequence, to court hearing or other events.	D					
661.	Ability to relate persons or cases to all other data elements.	D					
662.	Ability to distinguish types of motions, orders, conditions of the orders, results of motions, notifications (i.e., handle all transactions on a case from start to finish).	R					
663.	Ability to store, catalog, and view Court Orders electronically. Moreover, to track and count conditions imposed and for whom via an order.	R					
664.	Ability to use a combination or single source of "higher matching criteria" of Photo ID, Social Security Number, Date of Birth, Last Name (First Four Characters), and First Name (First character).	R					
665.	Ability to add table values (i.e., order type, motion type, case type, etc.)	C					
666.	Ability to have on screen help for field labels and field values (e.g., plain English views of data and data elements) with a floating window definition box for acronyms. This feature should be able to be turned off or on depending and individual needs.	R					
667.	Ability to view and analyze textual fields such as case notes.	D					
668.	Ability to view cases on a statewide basis.	C					
669.	Ability to relate a person to multiple cases statewide.	R					
670.	Ability to track and count the role of a person in a case.	C					
671.	Ability to perform Ad hoc queries and produce reports based on any user selected set of fields tied to the user's level of security.	R					
672.	Ability to cross-reference statutes, regulations, case law, rules, and codes including historical changes as statutes are re-numbered.	D					
673.	Ability to track financial information (i.e., surcharge, fines, fees, restitution, child support, medical support, child care, special accounts, etc.)	R					
674.	Ability to request, track, and respond to requests for hearings, motions, and appeals.	D					
675.	Ability to distribute data and/or information to the four types of industry standard end user levels (i.e., Executives, Decision Support/Analysts, Management, and Operations). This would include pre-defined reports, user-defined, and Ad hoc.	R					
676.	Ability to report on the status of any case or person by multiple criteria.	D					
677.	Ability to easily extract data from the system in order to generate reports, perform statistical analysis, and respond to questions and requests.	R					
678.	Ability to count case dispositions by all other database variables (i.e., case type, judicial officer, court location, etc.)	D					
679.	Ability to track judicial officer, court reporter and clerk time spent by case type (i.e., major criminal, major civil, major probate, major family, major	D					

	juvenile, minor criminal, and minor civil						
680.	Ability to track and count procedural aspects of case (i.e., charge reduction, weapon, multiple defendants, bench warrant, prior arrests, charges or convictions statewide and nationally if possible). Should also include source of information such as Computerized Criminal History , Suspense File or certified copy of court conviction.	D					
681.	Ability to track and count manner of first and subsequent case resolutions (i.e., guilty plea, trial, deferred, dismissal, diversion then conviction, revocation, etc.	R					
682.	Ability to track and count defendant resources (i.e., private/public counsels, bail or bond amounts, multiple bail decisions)	D					
683.	Ability to provide workflow management that supports the tracking and reporting of tasks.	D					
684.	Ability to deal with sealed and expunged cases for the sake of counting and/or reporting purposes.	D					
685.	Ability to recognize all types of cases originating as juvenile cases: delinquency and Adult Certification.	R					
686.	Ability to track sentences recommended, imposed, and served.	R					
687.	Ability to track costs of cases by case type: including judicial officer time, clerk time, court reporter time and average operational costs of different case types Should include data quality review and error correction frequency counts and "time to resolve" measures.	D					
688.	Ability to recode variables in new categories and store those categories.	D					
689.	Ability to track all participants throughout the life of a case (i.e., judicial officers, prosecutors, public defenders, clerks, defendants, plaintiffs, victims, witnesses, court reporters/court recorders, pro se or special needs, etc.)	D					
690.	Ability to track the use of ITV (i.e., location of all parties, date of use, time of use, etc.)	D					
691.	Ability to track and count agreements, settlements, or voluntary dismissals.	D					
692.	Ability to store and use demographic data of case participants including address history and migration information.	R					
693.	Ability to track and count current living status of case participants as well as keeping historical data.	R					
694.	Ability to track and count the drug and alcohol use of criminal adult or juvenile persons, CD Evaluations, urinalysis results, treatment opportunities and treatment success/failures.	D					
695.	Ability to designate high-risk behavior for criminal or juvenile persons (i.e., gang involvement, suicide, violence, weapon use, domestic abuse (as opposed to domestic assault) etc.)	R					
696.	Ability to track and count appealed cases.	D					
697.	Ability to track and count attorney information by case.	D					
698.	Ability to use source data as needed to verify queries and/or reports.	D					
699.	Ability to link data with other justice components such as law enforcement or corrections on both a macro system wide or individual case level	R					
700.	Ability to set different time parameters for reports such as calendar year, state fiscal year or federal fiscal year	R					
701.	Track case consolidation or change of venue across courts, counties and districts	R					

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	<p><u>INTERFACES</u></p> <p>The system must support the needs of the courts in all aspects of interfacing with other entities.</p>						
702.	Ability to integrate with current versions of the Microsoft Office Suite, WordPerfect, or Open Office.	R					
703.	Ability to interface with other technologies, i.e., IVR, Digital Recorders, scanners, Document Management System, barcode, Data Warehouse, internet, credit card system, e-filing, data replication software.	R					
704.	Ability to support NIEM guidelines and standards.	R					
705.	Ability to exchange information with external systems (internal and external to the Court) utilizing standard protocols, i.e., APIs, FTP, SFTP, HTTP, HTTPS, XML, SOAP).	R					
706.	Ability to exchange information with external systems (internal and external to the Court) utilizing standard formats, i.e., CSV, XML, text.	R					
707.	Ability to interface and exchange information with external systems (internal and external to the Court) including ND Department of Transportation, ND Health Department, Council on Abused Women's Victim Witness Program (Rape & Abuse Centers), State and Local Law Enforcement, State's Attorneys, Secretary of State, Tax Commissioners Office, Bureau of Criminal Investigation, Municipal Courts, Information Technology Department.	C					
708.	Ability to interface and exchange information with external systems (internal and external to the Court) including, but not limited to, Court Reporters, Diversion Agencies, ND Association of Counties, Guardian Ad Litem Program, Abstract Companies, Community Service & Restitution Office, Supreme Court, Juvenile Court, Jury Management system, Public Schools, other States, Federal Government, ND Department of Human Services, Child Support, ND Game and Fish, Public Defenders, Parole & Probation, Local and Regional Correctional Facilities, ND Department of Corrections, ND State Hospital, ND Attorney General Office, Tribal Courts, State Treasurer, ND State Archives, Board of Law Examiners.	D					

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	GENERAL						
	General functions are functions that may apply to more than one functional area.						
	Archiving and De-archiving						
709.	The ability to provide real-time archiving and de-archiving of cases.	R					
710.	The ability to set the archive date and automatically close a case.	R					
711.	The ability to override the automatic archiving of a case.	R					
712.	The ability to identify a case that should not be archived if there are outstanding issues (e.g. pending bail, trust, or driver's license suspensions).	R					
	Audit Trail						
713.	The ability to provide a complete audit trail of updates, including but not limited to: a. date and time the change was made; b. the person making the change; and c. the data element that was changed.	R					
714.	The ability to provide multi-layer security over access to the audit trail.	R					
715.	The ability to generate audit trail reports for quality assurance purposes.	R					
	Court Organization						
716.	The ability to maintain the following jurisdictional and court organizational identifiers: a. North Dakota administrative unit number; b. North Dakota county/city name/number (within district), court division (within a county/municipality); c. physical court site (within a county/municipality); d. office number (within a site); e. device (within an office).	R					
	Exhibits/Depositions						
717.	The ability to manage and track exhibit/deposition inventory.	D					
718.	The ability to designate which exhibits/deposition are sent to Supreme Court.	D					
719.	The ability to capture which participant 'owns' an exhibit/deposition.	D					
	Expunge Cases						
720.	The ability to support the expungement of cases/counts.	R					
721.	The ability to support expungement of part of a case, for example, a participant.	R					
722.	The ability to provide an audit trail about the expunge requests/entries, including but not limited to the persons executing the expungement and the date of the expungement.	R					
723.	The ability to notify all appropriate agencies of an expungement (e.g., BCI, Prosecutors, Law Enforcement).	R					
724.	The ability to account for expunged cases or counts for statistical reporting purposes.	R					
	Linking Cases						
725.	The ability to link and maintain multiple cases for the same individual across counties or court divisions.	R					
726.	The ability to link and maintain multiple cases out of the same criminal incident.	R					
727.	The ability to apply a change to defendant information across all cases.	R					

728.	The ability to link and maintain multiple cases by mother, petition number, family-id, and/or master file number.	R					
729.	The ability to link cases by true and alias names.	R					
730.	The ability to cross-reference cases that have been consolidated.	R					
731.	The ability to recognize and link a cross claim, counter claim or 3 rd party claim to the initiating case.	R					
732.	The ability to link and maintain multiple cases, such as, an Implied Consent case arising out of the same incident or a Small Claims case to a Transcript Judgment.	R					
733.	The ability to link juvenile cases with charges or custody status of parents.	R					
Notepad-Journal							
734.	The ability to enter comments related to any entity in the system (e.g., notes on phone calls, reason for continuance, or payment extension reason) similar to “sticky notes”—i.e., they are not readily visible, but are easy to access.	D					
735.	The ability to enter private notes, also similar to “sticky notes”.	D					
736.	The ability to set the viewing rights to comments and private notes.	D					
737.	The ability to alert users when private notes or comments exist on a case, subject to the viewing privileges established.	D					
738.	The ability for a multi-level means to secure access to comments and private notes.	D					
Records Retention							
739.	Ability to provide Clerks of Court with a list of cases eligible for records retention.	R					
740.	Ability to generate an inventory of cases destroyed during a user identified time period including name, case type.	R					
Sealed Cases							
741.	The ability to seal cases.	R					
742.	The ability to seal part of a case/count, for example, a set of documents.	R					
743.	The ability for an audit trail of who made and entered the seal request.	R					
744.	The ability to update a sealed case, with the proper level of security, while maintaining the sealed status.	R					
745.	The ability to include sealed cases on operational reports used only for internal management purposes.	R					
746.	The ability either to notify other agencies and/or systems when a case is sealed or not to notify.	R					
747.	The ability to include sealed cases for statistical reporting.	R					
748.	The ability to identify cases that have portions sealed.	R					
Search For Cases							
749.	The flexibility to internally search and retrieve information using a variety of data elements that includes but is not limited to: name, date of birth, alias names, last name only, victim name, Judicial officer, case number, master file number, case title, petition number, officer name, offense date.	C					
750.	The ability for phonetic and wild card search capability.	C					
751.	The ability to search within court cases to locate documents by type of document, within a date range, by subject, based on key words or phrases, events within the register of actions or case status information.	R					
752.	The ability to display search results based on user defined criteria for an individual, case type, or event.	C					
753.	The ability automatically to restrict search results based on the user’s security profile.	C					
754.	The ability to search for all case types based on various keys, including but not limited to: <ul style="list-style-type: none"> • citation number • control number (that is, incident number) • probate number • case number • state’s attorney case number • judicial officer number • name index 	C					

	<ul style="list-style-type: none"> • license plate number • youth-id • person-id • case-number with specific case-type • attorney number 						
Task Reminder							
755.	The ability to provide online and/or batch reminders for, but not limited to, the following types of activities: setting trials and hearings, issuing orders, re-scheduling hearings, setting a pending activity, fine payments due or overdue, status of existing time payments, outstanding warrants, and outstanding judgments.	C					
756.	The ability to incorporate timing guidelines for selected case events and issue appropriate online reminders (e.g. hearings that need to be scheduled within 14 days, judgments stayed for 30 days before issuance of notice).	R					
757.	The ability to provide reminders to judicial officers via email of cases that are under advisement.	D					
758.	Ability to set re-occurring reminders (i.e. annual reporting requirements)	D					

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	<p><u>TECHNICAL</u></p> <p>The system must support the needs of the courts in all aspects of the application's architecture, the technologies used to implement the application, and administrative functions performed to maintain</p>						
	Platform, Network, and Printing						
759.	Ability to be deployed on a modern N-tier, ESX/VMWARE blade architecture, utilizing web-based client access.	R					
760.	Use an industry standard SQL-compliant relational database management system.	C					
761.	Operate in client environments that are Microsoft Windows XP, Vista, and Citrix Presentation Server based.	C					
762.	Operate in a statewide wide area network that includes shared T1s, multiple hops, routers, switches, and VLANS.	C					
763.	Support of VPN connections via the internet.	C					
764.	Allow users to print to a local or network printer of their choice.	C					
765.	Allow a default printer to be specified that is used by a user or group of users for such things as printing receipts.	C					
766.	Allows the user to cancel print requests.	C					
767.	The ability for the user to route printed output to printers on another network.	C					
	Operations						
768.	Provide a job scheduling function for starting batch jobs and other system tasks at specific dates and times.	C					
769.	Have the ability to save, restore and reprint individual and groups of user reports.	C					
770.	Be able to complete (over night) daily, weekly and quarterly processing, such as report generation, before the beginning of the next business day.	C					
771.	Be able to complete (over night) month-end processing such as report generation before the beginning of the next business day.	C					
772.	Be able to execute month-end processing for a specific month on days other than the normally scheduled date.	C					
	System Administration						
773.	Be compatible with Altiris for patch management.	C					
774.	Accommodate the use of help desk management software, i.e., VNC, Altiris, VMWare.	C					
775.	Provide automatic log off of inactive users after a pre-defined limit is reached.	C					
776.	Allow application upgrades and maintenance to take place with minimal impact to the users or availability of the system to its users.	C					
777.	Have the ability for a system administrator to determine who is logged onto the application at any given time.	C					
778.	Ability to operate on Hardware and System Software that supports continuous and high availability through mechanisms such as mirrored disk, system redundancy, hot swappable components, clustering, and on-line saves.	R					
779.	Ability to perform complete and incremental backup/restore processes of the data and application.	C					
780.	Allow for the benchmarking of the application, network, and server hardware and software with testing tools.	R					

	Security						
781.	Record all security changes in an audit control log.	R					
782.	Provide a report for security showing all attempts at unauthorized use.	R					
783.	Suppress the display of characters during the entry of passwords.	C					
784.	The ability to restrict the access rights of a user based on their application User ID.	C					
785.	The ability to restrict the access rights of a user based on workstation (ex: A user with high access rights working at a public access workstation would only have public access rights even if they log on with their User ID).	C					
786.	The ability to restrict access rights of a user based on the county/court they are working within (ex: users in Burleigh County have update access to Burleigh County cases and only read access to Morton county cases).	C					
787.	The ability to restrict access rights of a user based on the confidentiality of the data (ex: a user may have read and update access to cases that are not identified as being confidential, and no access to confidential cases).	C					
788.	The ability to restrict access rights of a user based on the type of data (ex: a user may have read and update access to traffic cases and only read access to other cases).	C					
789.	The ability to restrict viewing of individual cases (ex., conflict of interest case), to only those User IDs specifically authorized by the security administrator.	C					
790.	Provide granularity in security levels that allow customization to the discrete data level.	C					
791.	Have the ability to administer access rights to application and database users in a logical and functional manner via groups or roles and be interactive with MS Active Directory 2003 or later.	R					
792.	Be compatible with industry recognized network security monitoring software.	R					
793.	Ability to transmit Confidential/Financial/E-Commerce data over the network in an encrypted format.	C					
794.	Ability to transmit application logon and password credentials in an encrypted format over the network	C					
795.	Ability to use biometrics for authenticating a valid user	D					
796.	Support security for database access within the application and by other third-party tools accessing the database outside of the application.	C					
797.	Support standards-based security for external user authentication (Public, Business Partners, State's Attorneys, etc.)	C					
	Technical Documentation						
798.	Provide a full set of application and system documentation in electronic format.	R					
799.	Provide appropriate updates to application and system documentation on a timely basis.	R					
800.	Provide access to online documentation and support information, i.e., knowledge base, frequently asked questions, discussion forums.	R					
801.	Support the addition of local technical documentation.	R					
	On-Line Help and Error Messages						
802.	Provide online help and error messages that are clear, concise and easy to understand.	R					
803.	Provide online help and error messages that are context sensitive.	R					
804.	Provide a mechanism for customizable online help that accommodates local court needs.	R					